

## Placement Committee

27 May 2011

Present: Atkinson, Coyle, Hagen, Rathjen, Rasmussen, Tyrrell and Vohland

Excused: Paesl

1. Updating Application Pocket Guide: Reviewed the suggestions from placement staff and started process of updating book. Some staff suggested places for passwords/SS but committee was concerned if the book was lost. This was also echoed in comments from staff. These were not added at this time. The following changes will be made and sent back out to staff for comments

- Page 3: Under Personal Information: Take out work phone and make it cell phone
- Page 5: Eliminate Hobbies and Interests
- Page 6: Eliminate totally
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- Page 7: Change title at top to: Work/Volunteer History
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- Page 7: Next supervisor on line 5 add email address and do it pages 8, 9, 10, 11 and 12.
- Page 13: Change title to "Other Background Information" Remove explanation sentence and add this one: "What would a business find, if it checked your:"
- 1. Driving Record: Give it 3 lines
- 2. Credit: Give it 2 lines
- 3. Registry of Abuse or Neglect: (2 lines)
- 4. Criminal History (Misdemeanors and Convictions) Use the rest of the lines.
- Page 15: Change title to just "References" Remove explanation paragraph. Same on page 16 (title and explanatory sentence)
- List references sequentially 1-4
- Under each reference add:
  - Next to name: Years Known/Relationship
  - Next to Phone: Add email address
- Final Page: Call it "Note Page"

2. 503 Outreach: After some months of information gathering and feedback, the following will strategy will be implemented.

a). Beth and Jim will work with Walter Plank of OFCCP to do some training for all staff on what is 503 Compliance and the role of VR. We will need to work with Cheryl Ferree to get this set up.

b). Susan, Jon and Jim will get a list of 50 companies who are not 503 compliant and send them a letter of introduction. We will get feedback from April Isaacs of

St Elizabeth Medical Center and Barb Benes of Novartis before sending the letter out. Basically we will be offering our services to these companies to see what type response we get.

c). We will offer our services to the OFCCP to participate in their quarterly meetings with employers discussing 503 concerns. Elizabeth, Susan and Angela are willing to represent VR at these sessions. The OFCCP have already volunteered to share our success handout with companies they are reviewing.

d). Darla will begin compiling a list of HR organizations across the state. We are suggesting that staff, once they have completed 503 training, will speak to these groups as to how VR can help them with 503 hiring concerns.

3. The committee thought it would be a good idea to invite placement staff to either call or video in at the beginning of each committee meeting if they have any input on the agenda or suggestions. We will do this for the June meeting when we ask for additional feedback on the Application Pocket Guide.

4. Mark has asked the committee to look at adding a check box on the Job Search Agreement asking if a person was receiving TANF funding since it offers a higher tax credit to the employer. The committee also thought a box for veterans should also be added since their tax credit is also more than the standard \$2400 for a disability. These changes will be made on the Job Search Agreement and an explanation will be sent to placement staff.

5. Committee had heard from placement staff that they would like to have a time to get together with other placement staff to discuss ideas. The committee also discusses the need to get some training around federal hiring practices such as Federal A hiring and a federal resume. We also thought we could do something around WOTC as well. Jim will talk to Mark to get his thoughts on having a Placement Staff meeting and if that could be done in person or by video. The first one would also include federal hiring practices.

6. Vickie discussed the changes in the Easter Seals survey. The committee agreed with the suggestions from the Program Directors and like the discussion prompts. Vickie will follow up with the SRC.

7. Jim will contact Sandy to invite the marketing person to come to the next Employment Committee meeting.

8. Discussed ways placement could do a better job of reaching out to deaf consumers. Jim will discuss further with Mark.